

## Year 11 Prom at Botleigh Grange

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Tuesday 26<sup>th</sup> June 7-11pm

March 2018

Dear Parent

As you are aware, the Prom Committee have been working very hard to organise a celebration of Year 11 pupils' five years at Test Valley School which will take place at **Botleigh Grange Hotel, Hedge End, Southampton, Hampshire, SO30 2FL on Tuesday 26<sup>th</sup> June 2018 from 7pm to 11pm.**

The cost of a ticket is £34. This price covers the cost of the prom venue, a welcome drink, a buffet meal, Photo booth, and DJ entertainment. Year 11 pupils will also be invited to bring extra money for soft drinks and to purchase photographs: there will be a photographer taking formal prom photographs starting from £10. The photographs will also be available to purchase after the event on a secure internet site, for which the pupils will be given the code to access.

This event is a wonderful opportunity for Year 11 pupils to celebrate the end of their examinations and to reflect on a positive time at Test Valley School. It is, however, important that pupils mark this occasion by behaving in a considerate manner and follow the school's Code of Conduct for such an event to ensure everyone can fully enjoy it. In previous years' pupils have risen to the occasion and pupils, staff and the venue organisers have had an excellent evening together. Please can you ensure that the Code of Conduct is signed and returned with full payment.

Final decisions about whether pupils can attend the prom will be at the discretion of the Senior Team and Mrs Stubbs (Year 11 Coordinator). This will be decided by their conduct in the remaining time at school. Please note that once payment is made if your child is unable to attend the ticket cost is non-refundable.

If you have any queries about any of the above arrangements, please do not hesitate to contact Mrs Stubbs for further information.

Yours Sincerely

**Prom Committee and Mrs Vaughan**

**Year 11 Prom 2018**

## Year 11 Prom at Botleigh Grange

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Please complete and return to Pupil Services by **Monday 23<sup>rd</sup> April 2018**.

I would like my son/daughter to attend the Prom on Tuesday 26<sup>th</sup> June 2018.

I enclose

- A payment of £34 (cheques made payable to 'Test Valley School')
- I wish to pay via the e-payment method

Pupil's name: ..... Tutor Group: .....

Parent's name: .....

Signed:..... Date: .....

Please note that once your child's place has been booked if they are unable to attend the ticket cost is non-refundable.

If your child's medical details or your contact data have changed since you have signed the annual medical form, please can you provide the relevant details below:-

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Signature/s of Undertaking:

I/We have read and fully understand the contents of the Code of Conduct for School Trips (Non- Residential) document below and agree to be fully bound by the terms and conditions laid down.

**Trip Name** Year 11 Prom 2018

Name of pupil..... Tutor Group.....

Pupil signature ..... Date .....

Parent signature ..... Date .....

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HEADTEACHER ▪ MISS L HISCOCK B.ED (HONS)

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# The Test Valley School

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## Basic Code of Conduct for School Activities (Non-Residential)

### 1. General:

Irrespective of the destination or duration of the visit, pupils will not only be representing the Test Valley School but also Hampshire and Great Britain. It will therefore be expected that pupils will behave in an exemplary fashion at all times, as the whole party will be judged by the actions of individuals.

### 2. General Expectations:

- a) Instructions by teachers and any support staff must be obeyed without delay at all times.
- b) Pupils must never go anywhere on their own and when not directly supervised, should always let a member of staff know where they will be.
- c) Punctuality is essential – pupils need to have a watch/phone and ensure they arrive on time before and after all activities.
- d) The property of others must be respected at all times.
- e) Coaches/minibuses are to be kept tidy at all times, free of litter, chewing gum and other substances that may cause damage.
- f) Pupils to be aware of the needs of other pupils and to be supportive of each other.

### 3. Acceptance for an activity:

Any pupil whose behaviour is considered not acceptable, prior to the activity, can be withdrawn at the discretion of the school.

### 4. Essential Rule:

Pupils are not allowed to purchase or consume alcoholic drinks, smoke cigarettes, use other illegal substances or possess flick-knives, fireworks (bangers) and other flammable materials i.e. lighters and matches.

### 5. Sanctions:

Any pupil who is found or considered to have broken any of these essential rules, or who has misbehaved in any other way, will be subject to one or more of the following sanctions:

- i) Loss of privilege for a period of time during the trip.
- ii) Isolation/close supervision for a period of time during the trip.
- iii) Isolation from other pupils for the duration of the trip.
- iv) If extremely serious, returned to the school before the end of the trip. Parents will be contacted to collect them.
- v) Temporary or permanent ban from future school visits, including educational visits.

### 6. Responsibility:

It is the responsibility of all pupils to ensure that they understand and follow the above rules and are aware of the possible sanctions.